Updating Your Website | ⚙ OmegaOne

Your chapter's website can be managed through OmegaOne. If you have not yet done so, please go to *omegafi.com > Get Access* to register for OmegaOne.
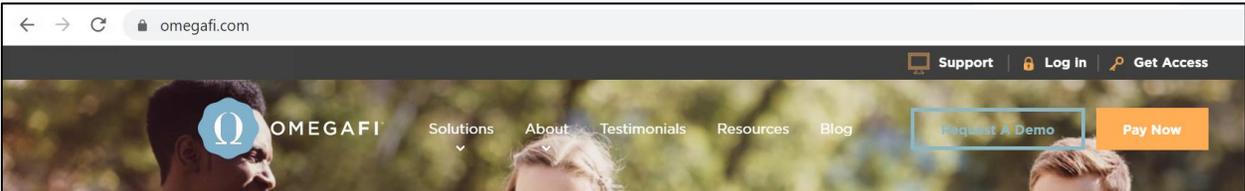
1. Once you have registered and signed into OmegaOne, you will want to go to *Menu > Admin Tools > Manage External Website > Go*. If you do not have this option in your menu, please contact a chapter administrator to have your access level updated to be an administrator.
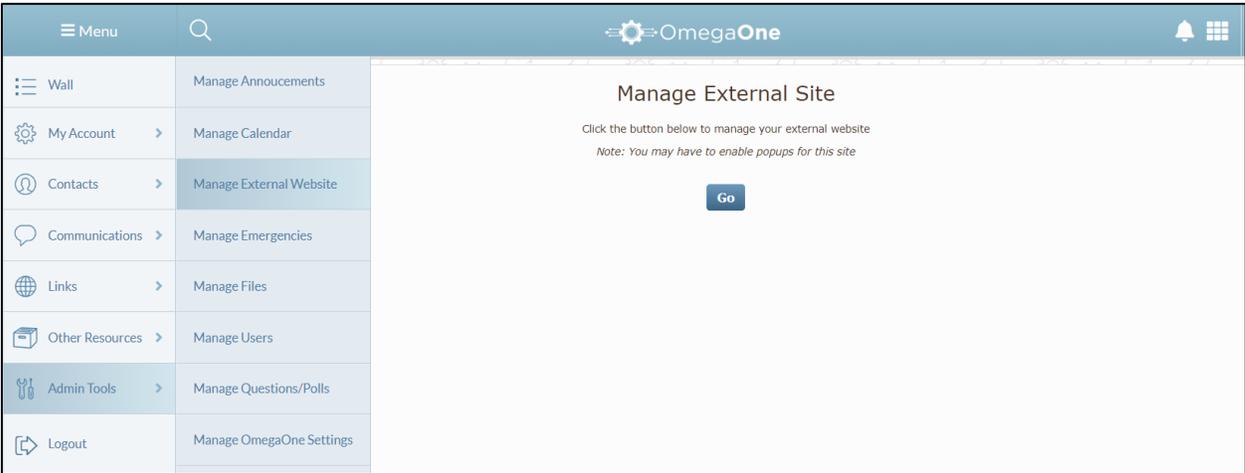
2. Once you have selected "Go" a new tab should open in your browser. Please make sure you have enabled popups for this site.

3. This will bring you to the website management page. Immediately you will see steps for updating your chapter's website. You will want to review each of these steps to see if any of the content needs to be added or updated.

4. Some pages will have a lock symbol that is either completely, or partially closed.
   a. A fully locked page means that your national staff creates all the content on that page.
   b. A partially locked page means that your national staff creates some of the content on that page, but there is also space available where your chapter can update or add content.